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3 AUG 1948

MEMORANDUM FOR: Assistant Director for Reports and Estimates
Assistant Director for Operations
Assistant Director for Special Operations
Assistant Director for Collection and Dissemination
Chief, ICAPS
Chief, Advisory Council
Executive for Inspection and Security
Executive for Administration and Management
General Counsel

SUBJECT: Storage of Vital Documents.

1. Effective 10 August 1948 a Vital Records Storage Committee is established to develop methods and procedures necessary to select and provide safe storage and plan for the use of certain vital CIA documents.
2. The Committee will consist of the Assistant Director for Collection and Dissemination or his designee as Chairman, and one member and alternate appointed from each Office and Staff Section. The Recorder will be the representative of the Executive for Administration and Management. The Committee will meet at the call of the Chairman.
3. The principal function of this Committee will be to recommend to the Director a plan covering:
 - ✓ a. Selection of material to be preserved.
 - b. Method of duplication of material.
 - c. Method of storage.
 - ✓ d. Selection of a site for storage.
 - ✓ e. Personnel requirements.
 - ✓ f. Equipment and overall financial requirements (other than personnel).
 - ✓ g. Methods of transport for material.
 - ✓ h. Method of safeguarding the material.
4. In cooperation with the CIA offices concerned, the Committee will also develop and recommend procedures to assure that the program will be active, the files restricted to essential material and cover other functions necessary to the mission.

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5. The initial report of findings and recommendations of the Committee will be submitted to the Director through the Executive for Administration and Management by 1 October 1948.

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R. H. HILLenkoetter
Rear Admiral, USN
Director of Central Intelligence